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Job details

Job 1 of 1

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Position/Program Information Assists a deputy director of a large County department by defining, analyzing, and making recommendations for the solution of highly complex operating, budgetary and organizational problems and participating in the implementation of recommendations.

Essential Job Functions

- Develops the annual bureau budget including justifications for salaries and employee benefits, fixed assets, and services and supplies.
- Conducts management studies of bureau organization, procedures, operational policies, staffing, management practices, and space allocation; prepares and presents findings and recommendations for the solution of problems and the enhancement of bureau efficiency and economy.
- Analyzes, evaluates and makes recommendations on the feasibility of new bureau functions or the modification of existing programs; participates in the implementation of changes resulting from studies and prepares appropriate procedural manuals and associated instructions, as required.
- Determines the need for and conducts or coordinates administrative studies and investigations of bureau activities; participates in reviewing administrative studies and developing and implementing new procedures, as directed.
- Assists in the design, development and implementation and evaluation of accounting, information and other systems used by analyzes and evaluates data and makes recommendations on purchasing, leasing, citing, equipping, and space planning for the bureau.
- Coordinates and participates in contract service agreements for the bureau.
- Participates in bureau personnel management activities, as directed.
- Supervises a small administrative or technical staff bureau.

Requirements

Selection Requirements:

	One year's experience as an Administrative Assistant II*, or Staff Assistant II*.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
Desirable Qualifications	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Strong analytical and decision-making abilities. • Excellent interpersonal and public relations. • Knowledge of principles of supervision.
Special Requirement Information	<p>* To qualify, applicants must have County status in the class, as evidence by holding such payroll title. NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>
Examination Content	<p>This examination will consist of an evaluation of experience based on application information weighted 50% and an Appraisal of Promotability (AP) weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, analytical and decision-making abilities, interpersonal and public relations, and supervision.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.</p>
Special Information	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill a vacancy in the Office of the Emergency Outreach Bureau-Administration.
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.</p> <p>Retake: No person may compete for this examination more than once every twelve months.</p>
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the above Department who have successfully completed their initial probationary period
Application and Filing Information	Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

Application filing may be suspended or closed at anytime without advance notice.

INSTRUCTIONS FOR FILING ONLINE:

To apply online by clicking on the link above this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g. Resume) AS ATTACHMENT(S) AT THE TIME OF FILING.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out the application form completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field Social Services
Job Type Officials and Administrators

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